

UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF ALABAMA

VACANCY ANNOUNCEMENT
NO. 02-01

POSITION: Electronic Court Recorder Operator

STARTING SALARY RANGE: CL-24, (\$25,933 - \$32,419)

CLOSING DATE: November 9, 2001

POSITION LOCATION: Montgomery, Alabama

POSITION SUMMARY:

The Electronic Court Recorder Operator (ECRO) is responsible for making a *verbatim recording of court proceedings* on digital recording equipment and arranging for the production of written transcripts as requested. The ECRO also creates electronic logs of proceedings and participants recorded; receives and processes digital recording of files and logs and maintains proper storage; maintains recording equipment and performs cleaning, lubrication, and minor adjustments and repairs as needed; manages courtroom digital equipment logistics; assists the courtroom deputy with courtroom duties, such as swearing-in witnesses, handling exhibits and calling the calendar; performs intake and records duties; CM/ECF duties; and performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

A minimum of one year specialized experience equivalent to work at CL-23 is required. Specialized experience is defined as progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives or laws. Experience in operating and maintaining sound recording equipment is preferred. A bachelor's degree from an accredited college or university, and experience in bankruptcy or a closely related field is preferred.

BENEFITS:

Employees of the United States Bankruptcy Court are NOT included in the government's Civil Service classification. They are however, entitled to similar benefits as other Federal Employees. These benefits include:

- Accrue 13 days paid vacation per year (first three years).
- Accrue 20 days paid vacation per year (after three years).
- Accrue 26 days paid vacation per year (after fifteen years).
- 10 paid holidays.
- Choice of medical coverage from a wide variety of plans.
- Life Insurance options.
- Long-term disability insurance.
- Flexible Spending Program (pre-tax contributions for medical/dental/optical expenses).
- Participation in the Federal Employees Retirement System.
- Participation in the Thrift Savings Plan.

INFORMATION FOR APPLICANTS:

Only qualified applications will be considered for this position. Relocation expenses will not be reimbursed. Applicants selected for interviews must travel at their own expense.

The successful candidate for this position is subject to a full National Crime Information Center (NCIC) background records check and a mandatory electronic direct deposit of salary payment. The appointee is also subject to a one year probationary period. All court employees are "at will" employees, and therefore the appointee may be removed from this position if, after reasonable on-the-job training, the apointee fails to perform at a satisfactory level.

Submit a resume and salary history to **Richard S. Oda**, Clerk of Court, P. O. Box 1248, Montgomery, Alabama, 36102, marked **PERSONAL AND CONFIDENTIAL**.

**THE UNITED STATES BANKRUPTCY COURT FOR THE MIDDLE DISTRICT OF
ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER**